

ADMINISTRATIVE POLICY

Category	Fire Warden Procedures	Number	MeCDC-18-05a
Applicability	Fire Wardens	Effective Date	November 29 2006
		Approved by:	_____

Subject: Procedures of volunteer Fire Warden staff of 286 Water Street, Augusta, Maine

Policy: Fire Wardens have unvarying procedural guidelines

Rationale: That Fire Wardens have volunteered for a position of high-level responsibility and procedural guidelines are vital to the successful fulfillment of this position

Applicability: This policy is applicable in both a drill scenario and an actual building evacuation. All components remain in place.

Procedure: Fire wardens are recruited in teams of two per north and south building side. Quarterly building evacuation is arranged. Date is agreed upon by Fire Department, Police Department, Building Management, MeCDC Administration. Fire wardens are not aware of drill date. Procedure is as follows:

- ☐ Upon hearing the emergency alarms or seeing the emergency flashers, fire wardens put on an orange cap, vest, or both, which helps identify them as fire wardens to the other tenants on their floors.
- ☐ Fire wardens systematically sweep their assigned floor side, making sure that tenants end phone calls or meetings immediately and leave the floor via the closest stairwell. The elevators are pre-programmed to return without stopping to the first floor when the fire alarm is activated. Restrooms are investigated to make sure of vacancy. (Bright orange doorstops – 1 per building side – have been distributed to the fire wardens. These doorstops can be used to prop open lobby doors while the wardens check the restrooms. Doorstops must be retrieved and lobby doors closed before evacuation of floor.) Fire wardens are the last tenants of each floor to leave their floor.
- ☐ Building evacuation begins with the 9th floor fire wardens. They begin the procession of all fire wardens down the north and south stairwells. The 9th floor wardens are responsible for taking the red emergency phone and evacuation chair (which are stored in the north and south side 9th floor stairwells) and bringing downstairs with them. The red emergency phone is assigned to one north and one south side fire warden, but the emergency chair may be handed off to any warden willing to carry it.
- ☐ The 9th floor wardens inform the 8th floor wardens that the 9th floor is clear and ask whether the 8th floor is clear. Non-fire warden tenant evacuation is not

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dependent on this information but continues to flow downstairs and out of building. When each floor is confirmed clear, the wardens are free to continue downstairs and eventually out of the building.

- ❑ When the 1st floor is reached the fire warden assigned to the red emergency phone plugs it into the jack near the exit door and reports to the person in the fire center that his or her side of the building is cleared. This fire warden then joins all other building personnel in the plaza (One Market Square) across Winthrop Street.
- ❑ **In a drill**, Fire Warden Leader (R. Burman) confers with the fire department throughout the length of the drill in order to confirm event timing. Upon approval from fire department he alerts waiting tenants that they can return to the building. **In an actual evacuation event**, Fire Warden Leader confers as often as is reasonable with fire and police personnel on severity and extent of event. When and if the building is made safe for reentry, this information is given to the Fire Warden Leader for communication to the tenants. If building is otherwise than safe to return to, this information will be given to the Fire Warden Leader, who will relay the information to the other fire wardens for dissemination among the waiting tenants. Fire Warden Leader notifies MeCDC Director, if she is not onsite, after building is safely evacuated.

Other: The Augusta Police Department has agreed to handle traffic control.

Other: In the case of handicapped personnel, the fire department recommends that the evacuation chair not be used, but instead a fire warden stay behind with the tenant in the stairwell until fire department personnel arrive and supervise this evacuation.

FORMS: R. Burman completes Fire Drill Report after each building evacuation. (see attached) This is then sent to N. Tunks of the Commissioner's Office who tracks the quarterly building evacuations for DHHS. List of Fire Wardens. (see attached)

SPECIAL EQUIPMENT: Bright orange vests and/or caps. Orange doorstops. One emergency phone and one evacuation chair per north and south stairwell.